



# CITY OF CARMEL / CLAY TOWNSHIP

## COMMERCIAL / INSTITUTIONAL PERMITTING PROCEDURES

### New Structures / Additions / Accessory Structures

## **RELEASES:**

### **1. Submit for and obtain approvals** from the following city, township, and/or county agencies:

City of Carmel Technical Advisory Committee (TAC)	Angie Conn	(317) 571-2417	<a href="mailto:aconn@carmel.in.gov">aconn@carmel.in.gov</a>
City of Carmel Plan Commission	Angie Conn	(317) 571-2417	<a href="mailto:aconn@carmel.in.gov">aconn@carmel.in.gov</a>
City of Carmel Board of Zoning Appeals (BZA)		(317) 571-2417	
City of Carmel Department of Community Services	Daren Mindham	(317) 571-2417	<a href="mailto:dmindham@carmel.in.gov">dmindham@carmel.in.gov</a>
City of Carmel Engineering Department	Gary Duncan	(317) 571-2441	<a href="mailto:gduncan@carmel.in.gov">gduncan@carmel.in.gov</a>
	John Thomas	(317) 571-2441	<a href="mailto:jthomas@carmel.in.gov">jthomas@carmel.in.gov</a>
City of Carmel Fire Department	Chris Ellison	(317) 571-2600	<a href="mailto:cellison@carmel.in.gov">cellison@carmel.in.gov</a>
City of Carmel Utilities Department	John Duffy	(317) 571-2443	<a href="mailto:jduffy@carmel.in.gov">jduffy@carmel.in.gov</a>
	Lisa Kempa	(317) 571-2443	<a href="mailto:lkempa@carmel.in.gov">lkempa@carmel.in.gov</a>
	John Mascari	(317) 733-2855	<a href="mailto:jmascari@carmel.in.gov">jmascari@carmel.in.gov</a>
Carmel/Clay Communications Center	Bill Akers	(317) 571-2577	<a href="mailto:wakers@carmel.in.gov">wakers@carmel.in.gov</a>
Clay Township Regional Waste District	Ryan Hartman	(317) 844-9200	<a href="mailto:ryan.hartman@ctrwd.org">ryan.hartman@ctrwd.org</a>
Hamilton County Health Department	Larry Beard	(317) 776-8500	<a href="mailto:lhb@co.hamilton.in.us">lhb@co.hamilton.in.us</a>
Hamilton County Highway Department	David Lucas	(317) 773-7770	<a href="mailto:del@co.hamilton.in.us">del@co.hamilton.in.us</a>
Hamilton County Surveyor's Office	Greg Hoyes	(317) 776-8495	<a href="mailto:greghoyes@hamiltoncounty.in.gov">greghoyes@hamiltoncounty.in.gov</a>
	Robert Thompson	(317) 776-8495	<a href="mailto:robertthompson@hamiltoncounty.in.gov">robertthompson@hamiltoncounty.in.gov</a>

Please contact the City of Carmel Department of Community Services, Division of Planning & Zoning with any questions: (317) 571-2417.

### **2. Submit for and obtain a Construction Design Release (CDR)** from the State of Indiana Department of Homeland Security, Division of Fire & Building Safety. If the project does not require a CDR, write a statement to that effect, using one of the following as a reason:

- 1) On a specific date a specific reviewer said that a CDR is not required.
- 2) Specific exemption/s state/s that a CDR is not required.

Exemptions are covered under the General Administrative Rule (GAR) 675 IAC 12-6-4. If the project does not require a CDR, under Carmel City Code, Chapter 7, it may still require a permit from the Department of Community Services, Division Building & Code Services (BCS). Please contact the State of Indiana Department of Homeland Security, Division of Fire & Building Safety, Plan Review with any questions: (317) 232-6422.

### **3. Approvals/Permits from Other Agencies** – One (1) Copy of Each These would include but are not limited to the following:

- 1) curb cut permit
- 2) driveway permit
- 3) letter of grant
- 4) right-of-way permit
- 5) sewer permit
- 6) water permit

#### **4. Certified Building Plans – Three (3) Sets**

The plans must be exact copies of those submitted to and released by the State of Indiana Department of Homeland Security, Division of Fire & Building Safety. They must also reflect what the City of Carmel Plan Commission, the City of Carmel Board of Zoning Appeals, and/or the City of Carmel Department of Community Services approved. If the plans are printed on paper larger than 11" x 17", then two (2) PDF copies must be submitted as well, either on disc or to Nick Mishler at [nmishler@carmel.in.gov](mailto:nmishler@carmel.in.gov) and to Chris Ellison at [cellison@carmel.in.gov](mailto:cellison@carmel.in.gov).

#### **5. Signed Affidavit Stickers – Three (3)**

These stickers affix one to each set of the certified building plans. They are available at the BCS office. They state that the plans being submitted are exact copies of those submitted to and released by the State of Indiana Department of Homeland Security, Division of Fire & Building Safety. (Stickers are not required, if the plans were not submitted to the state.)

### **PERMIT REVIEW, RELEASE, & ISSUANCE:**

- 1. BCS will process the application and review the plans**, once it receives all documents. At the same time, BCS will also send copies to the City of Carmel Fire Department (CFD) for its review. Please contact Chris Ellison of CFD with any CFD review questions: (317) 571-2600 or [cellison@carmel.in.gov](mailto:cellison@carmel.in.gov).
- 2. BCS will give the project a full release**, if all documents are accurate and complete. If something is lacking and/or the State of Indiana CDR is only a partial release, BCS will give a conditional release. Work and inspections may only progress through the released stages.
- 3. BCS will notify the contact person** that the ILP—building permit—is ready for issuance.
- 4. BCS must receive a Revision Application**, either before or after the permit is issued, if the scope of work, construction plans, or State of Indiana CDR changes. As with the ILP application process, supporting documents must accompany the application. Until BCS releases the revision, the permit status will be on hold and no further inspections will occur. Please contact Nick Mishler with BCS to submit the revision: (317) 571-2433 or [nmishler@carmel.in.gov](mailto:nmishler@carmel.in.gov).
- 5. Do not begin construction prior to the issuance of the permit.** If construction does commence, a Late Fee may be assessed, per Z-289 of the Carmel/Clay Zoning Ordinance, Section 29.06.07.
- 6. Site preparation work may proceed**, prior to issuance of the building permit, if the City of Carmel Engineering Department, the City of Carmel Department of Community Services, Division of Planning & Zoning—Urban Forestry, and the Hamilton County Surveyor's Office authorizes it.